

135/#3

Source lines

Chief, East Coast Bureau, FBIS

23 January 1950

Field Operations Officer, FBID

Procedure for Filing Press Transmissions

1. It is desired that the East Coast Bureau, as soon as practicable, adopt the standard procedure now in use by other field bureaus for filing of monitored press transmissions. This includes the following:

a. All intercepts will be headed with a message number consisting of the letters WA followed by two numbers indicating the day of the month and four numbers indicating the time in GMT at which the transmission was filed.

b. A message number will normally be followed by the slug line except in cases where the material is addressed to the special attention of a staff officer. In this case the name of the staff officer or officers will be added after the message number and will constitute the complete first line.

c. The slug line, which normally follows the message number except in the preceding case when it is started as a second line, will consist of the following elements in this order: Station call letters (optional)/location/press agency of origin/language/type of transmission/destination, by recipient and location in the case of point-to-point material/date and time GMT of broadcast.

d. Where the destination of point-to-point material includes multiple recipients in various locations, the designation "Authorized Recipients" is used. If the authorized recipients are limited to a particular area or category the limiting factor may be added.

e. When a correspondent's signature is included in the transmission, the correspondent's last name is used after the word "From" as a subslug in brackets on the next line.

f. Commas may be omitted from slug lines by field bureaus; they will be inserted in Washington.

g. The monitoring code operator may insert, when necessary, explanatory remarks at any appropriate position after the slug line. He should always sign his name or initials at the end of any transmission copied.

2. It should be noted that upon activation of the new East Coast Bureau at Hedge-neck, performance of items 1-a and b will be assumed by the editors, and the code operator's procedure will then begin with item 1-c.

3. Attached are sample slug lines illustrating the preceding.

4. Questions regarding the elements or structure of slug lines should be directed to the Field Operations Officer, FBID,



STAT



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Attachment



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Adm. Off.

OZW3, SKAMLEBAK, DANISH RADIO PRESS, IN DANISH MORSE TO SHIPS  
AT SEA \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

OKL, PRAGUE, C.T.K., IN ENGLISH HELLSCHREIBER TO EUROPE \_\_\_\_\_  
1950 AT \_\_\_\_\_ GMT.

YVR, CARACAS, UNITED PRESS, IN SPANISH MORSE TO AUTHORIZED  
RECIPIENTS IN NORTH AND SOUTH AMERICA \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

4XA36, TEL-AVIV, PALESTINE TELEGRAPH AGENCY, IN ENGLISH  
RADIOTELETYPE TO PRESS WIRELESS, NEW YORK, \_\_\_\_\_ 1950 AT  
\_\_\_\_\_ GMT.

IXY, ROME, ANSA, IN ITALIAN RADIOTELETYPE TO AUTHORIZED  
RECIPIENTS IN NORTH AMERICA \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

IBC, ROME, S.R.E., IN ITALIAN MORSE TO SHIPS IN INDIAN AND  
ATLANTIC OCEANS \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

SOT, WARSAW, POLISH PRESS AGENCY, IN ENGLISH MORSE TO NORTH  
AMERICA \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

LCP, OSLO, NORWEGIAN RADIOPRESS, IN NORWEGIAN MORSE TO SHIPS  
AT SEA \_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.

YOM, BUCHAREST, AGERPRESS, IN FRENCH MORSE TO EUROPE  
\_\_\_\_\_ 1950 AT \_\_\_\_\_ GMT.